

DELPHI Skills Assessment for AP Accounting Supervisor

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Invoices								
Enter supplier invoices								
Pay supplier invoices								
Review cancelled invoices								
Review entered invoices								
Review travel vouchers entered as invoices								
Review entry of distribution sets								
Review invoice price corrections								
Reports								
Review various reports online								

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		Proficiency						
Bank								
Request additions, changes and deletions to bank account information								
Process refunds of customer credit balances								
Approve request for customer refunds								
Review manual checks entered								
Holds								
Place holds on invoices								
Release holds from invoices								
Authorize override of invoice holds								
Verify holds have been placed on invoices								
Verify holds have been released from invoices								
Journal Entries								
Approve journal entries								
Ensure that all journal entries to the general ledger reflect DOT policy								
Ensure that all journal entries are complete								
Ensure that a record of journal entries to the general ledger is maintained								
Assign numbers to nonstandard journal entries								
Complete all journal entries pertaining to accounts payable transactions								
Ensure the subledger leads perform audit of transactions before transferring to general ledger								
Submit an electronic alert to the general ledger lead upon transfer of transactions								
Payments								
Review application of prepayments								
Review stopped payments								
Review voided payments								
Review payment batches								
Ensure that payment terms have been set up								
Review customer refunds								
Debit/Credit Memos								
Review credit memos received from suppliers								
Ensure that debit and credit memos are entered correctly								
Period End								
Review transactions entered to process and reconcile period end								

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		<i>Proficiency</i>						
Suppliers								
Review new suppliers entered								
Employee Records								
Review new employee paperwork								
Forward new employee paperwork for data entry								